

VACANCY NOTICE

CS-376
REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Chief Digital Officer	CLASSIFICATION CODE: tba
	SALARY RANGE: salary commensurate with qualifications and experience	REFERENCE POSITION NO.: tba
	Department or Agency Name Administration	APPLICATION PERIOD: 6/22/2012-7/20/2012
	Division/Section/Unit: Office of Digital Excellence	application period ends at 4:00 pm on 7/20/12
	Assignment(s) / Comments:	
	1st (Monday-Friday) non-standard	
	Shift and Days: work week	Job Location: One Capitol Hill, Providence, RI
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement: Yes _____ No <u>X</u> _____	
	Name of Bargaining Unit Union: _____	
There is _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions		
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	SEE ATTACHMENT	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) SEE ATTACHMENT	
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>Kelly Durkin-Murray Department of Administration General Government Service Center One Capitol Hill, 3rd Floor Providence, RI 02908</p> <p>Telephone #: (401) 222-1238 Email: KellyM-resume@hr.ri.gov TTY/TDD #: 7 1 1 (Telecommunication Device for the Deaf)</p> 	

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER



State of Rhode Island Department of Administration

Chief Digital Officer

The State of Rhode Island seeks a highly qualified and motivated Chief Digital Officer (CDO) for its newly established Office of Digital Excellence (ODE). The CDO will be charged with developing and implementing a plan to advance Rhode Island State Government through the incorporation of cutting-edge 21st century innovation and modern digital capabilities. The CDO will provide strategic leadership and direction for ODE within the Department of Administration, which supports all state government agencies. The role of the CDO will be to leverage technology to expand and improve the quality of services provided to RI citizens, to promote greater access to government and the internet throughout RI communities, and to position Rhode Island as a national leader in Gov 2.0. Duties of the position include, but are not limited to the following:

- Manage the implementation of all new and mission critical technology infrastructure projects and upgrades for state agencies, increasing government accountability, transparency, and efficiency;
- Increase the number of government services that can be provided online in order to allow residents and businesses to complete transactions in a more efficient and transparent manner;
- Improve the state's websites to provide timely information to online users and as many government services as possible online;
- Establish, improve and enhance the state's use of social media and mobile technological applications;
- Coordinate efforts with the CIO and the Division of Information Technology in order to plan, allocate and implement projects supported by the information technology investment fund;
- In partnership with the CIO, utilize effective leadership practices to attract, develop, and retain technology talent at all levels;
- Report annually to the Director of Administration, Governor of the State of Rhode Island, and General Assembly leaders regarding implementation status of technology infrastructure projects, website improvements, number of e-government transactions and revenues generated, projects supported by the information technology investment fund, and all other activities undertaken by ODE;
- Lead ODE to position Rhode Island as a national leader in digital strategy and Gov 2.0.

The ideal candidate will have extensive experience in digital strategy, in moving organizations forward with new technologies, and demonstrated success in management and leadership within public administration, higher education, business, or another relevant field. Preferred skills and qualifications include:

- Extensive employment in progressive leadership positions in public administration, business, higher education, or another relevant field.

- Master's degree in information science, computer science, public administration, business administration, communications, another relevant discipline, or equivalent work experience.
- Well-established executive with broad digital strategy acumen and strong, industry-leading credibility.
- Significant experience in organization-wide digital strategy and implementation.
- Passionate about latest/emerging digital technologies and Gov 2.0/e-government strategies.
- Personal commitment to increasing government accountability and transparency.
- Proven track record of inspiring organizational change and achieving cost-effective and high value results.
- Demonstrated ability to interpret and advise on technological trends.
- Expertise within and knowledge of web development and design, web analytics, and content management systems.
- Experience overseeing development of web/digital properties.
- Experience with implementation of open-source content management tools/applications.
- Experience in "bridging the digital divide" program management, citizen engagement and customer service.
- Extensive experience in writing technical procedures and policy documents.
- Exceptional ability to lead, project manage, and collaborate within a multi-faceted organization and with partner agencies.
- Superior interpersonal skills and ability to develop collaborative solutions.
- Exceptional influencing skills, written/verbal communications skills, strong analytical and critical thinking skills.
- Ability to establish and maintain effective working relationships with departmental and state officials, state employees, staff, and the public.

Panel will review applications on a rolling basis. Selected candidate will be appointed by the Director of Administration, with the approval of the Governor of the State of Rhode Island. Salary will be commensurate with qualifications and experience.

Please send a cover letter & resume by Friday, July 20, 2012, to: Kelly Durkin-Murray, Department of Administration, General Government Service Center, One Capitol Hill, 3rd Floor, Providence, RI 02908; KellyM-resume@hr.ri.gov.

EEO/AFFIRMATIVE ACTION AND DIVERSITY EMPLOYER, ADA COMPLIANT